



Building Certificate Application

Environmental Planning & Assessment Act, 1979 Division 6.7 Part 6

10 Graham Place, CASINO
19-25 Woodburn Street, EVANS HEAD
Locked Bag 10, CASINO, NSW, 2470
Phone: 02 6660 0300 Fax: 02 6660 1300 council@richmondvalley.nsw.gov.au

Date:	Application ID: HB	Records Use
Fees Paid:	Receipt No.:	
Property No:	Land No.:	
Request files from records <input type="checkbox"/>	Collate inspectors file <input type="checkbox"/>	

Applicant Details

Company Name / Surname:

First Name:

Postal Address:
 Postcode:

Contact Number: Email:

Applicant's Signature: Date:

Please tick most relevant:

- The owner of the building (or part of the building)
- The purchaser under contract for the sale of property which includes the building or part
- A solicitor or agent acting for the purchaser
- A public authority which has notified the owner of its intention to apply for the certificate

Property Details

Property Address:
 Locality:

Lot No: DP or SP No:

Property Owners Consent

Name of owner or owner's agent:

Postal Address:
 Postcode:

Telephone: Mobile:

Email:

Signature of owner / owner's agent: Date:

Building Details

Type of Building: Whole / Part:

Description of part (if applicable): Floor Area:

Details of previous Council approvals (see note 2)

1. Applicants must provide Council with a current survey report, prepared by a registered surveyor, indicating location of dwelling and other improvements on the land.
2. Council may request copies of plans and specifications, installation certificates and services diagrams where insufficient information is available on Council records.

Privacy & Protection

Purpose of collection: For delivery of Building Certificate services in the Council area

Intended recipients: Council staff and approved contractors of Richmond Valley Council

Supply: A completed Building Certificate application is required for delivery and management of Building Certificate services.

Access/Correction: Council staff or Government Information (Public Access) Act requests.

Storage: Council's record management systems and Archives

Enquiries concerning this matter can be addressed to Richmond Valley Council's Governance Officer